



City of Santa Barbara

NOTICING SUBMITTAL PACKET

- ☐ Mailing Labels Preparation Instructions
- ☐ Property Owners List Affidavit
- ☐ Coastal Development Permit & Condo-Conversion Residential Tenant List Affidavit
- ☐ On-Site Posting Requirements
- ☐ Single-Family Residential Hand-Delivered Tenant Notification
- ☐ Standard Cover Letter for Hand-Delivered Notices
- ☐ On-Site Posting & Hand-Delivered Tenant Notification Affidavit

Note:

For additional submittal requirements, please obtain the submittal information for the appropriate discretionary bodies. All submittals require the completion of the Master Application.

These and other forms are available on the City's website at <http://www.SantaBarbaraCA.gov/Resident/Home/Forms/>

Please be advised that all submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.

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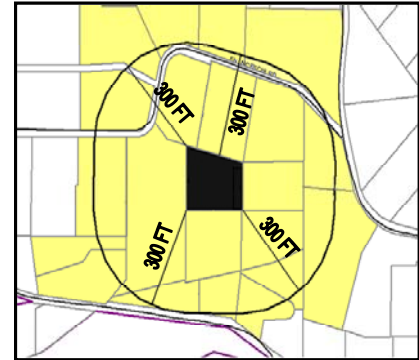


City of Santa Barbara

MAILING LABELS PREPARATION INSTRUCTIONS

There are two types of mailing labels, property owner and tenant/occupant, described below. These instructions can be used to create either type of mailing labels.

- **Property owner** mailing labels may be provided by the City for a fee, or you may choose to create them yourself using the instructions outlined below.
- **Tenant/occupant** mailing labels **if** required, must be provided by the applicant using the instructions outlined below. **The City does not provide tenant/occupant mailing labels.**



Instructions

1. City Staff can provide a map indicating the parcels located within the required noticing distance for the project. Or, if preferred, applicants can create a noticing distance map. To determine the parcels to be noticed, locate the subject parcel on a scaled parcel map. Draw lines perpendicular to the property lines the required noticing distance to form a buffer. All parcels that are wholly or partially inside the buffer must be included in the mailing list. The above example shows parcels within 300 feet of the subject property.
2. The mailing labels must contain the following information:
 - (a) APN of the property owned by the Property Owner or the property where the Tenant/Occupant resides
 - (b) Property Owner's name(s) or "Occupant". (It is not necessary to include the Tenant/Occupant's name)
 - (c) Property Owner's mailing address or Tenant/Occupant's mailing addressThe Assessor Parcel Numbers (APN), names and addresses that have been compiled must be **TYPED** on self-adhesive labels in the format shown below. **Please provide label sheets in an 8½" x 11" format, equivalent to Avery labels #5160, size 1" x 2-5/8", 30 labels per sheet.**

PROPERTY OWNER EXAMPLE:

- | | |
|-----|--|
| (a) | 099-010-010 |
| (b) | MELLENDEZ DEVELOPMENT |
| (c) | 100 ANITA ST.
SANTA BARBARA, CA 93101 |

TENANT/OCCUPANT EXAMPLE:

- | | |
|-----|---|
| (a) | 099-010-010 |
| (b) | OCCUPANT |
| (c) | 100 ANITA ST, #9
SANTA BARBARA, CA 93101 |

3. The mailing labels must be compiled from the latest County Assessor's tax rolls and updates. The Assessor's Office is located at 105 East Anapamu Street at (805) 568-2550.
When preparing labels for residential tenants/occupants of multi-unit buildings, a label must be submitted for **each individual** unit on the property. General information regarding properties can be compiled from the latest County Assessor's tax rolls and updates; however, the Assessor's Office does not have specific unit information for apartment buildings. The Assessor's Office is located at 105 East Anapamu Street at (805) 568-2550.

For projects located adjacent to the Santa Barbara Harbor, please contact the Waterfront Department at (805) 564-5531 to obtain a mailing list for residents (“live-aboards”) within the harbor.

4. Include a label for the **owner of the property** involved in the project, and labels for anyone (agents, architects or other interested parties) who wish to be notified of the public hearing. Please put an asterisk (*) beside the names of the property owner and other interested parties.
5. If tenant mailing labels are required for the project, City Staff can provide a map indicating those parcels within the required noticing distance for the project. Applicants must verify this information by walking the neighborhood and identifying any residential tenants/occupants not included in the list provided by the City.
6. Submit an affidavit signed by the person(s) who has compiled the property owner labels, which certifies that it is complete. If tenant labels are required, an affidavit signed by the person(s) who has compiled the tenant labels is also required.

These affidavits certify that the mailing list(s) are complete and accurate. If the submitted list(s) are inaccurate, the item will be continued (i.e. delayed) and re-noticed with revised mailing labels.

**REQUIRED NOTICING DISTANCES OF
PROPERTY OWNERS AND RESIDENTIAL TENANTS***

TYPE OF PROJECT	OWNERS	TENANTS/ OCCUPANTS
Coastal Development Permit (Appealable Jurisdiction)	300 feet	100 feet
Coastal Development Permit (Non-Appealable Jurisdiction)		
Coastal Development Permit (No Public Hearing)	100 feet	100 feet
<p>Design Review (ABR/HLC/SFDB) <u>ONLY</u> Projects:*</p> <p><u>New Structures:</u> single residential units**, duplexes, multiple residential units, mixed use buildings, or non-residential buildings;</p> <p><u>Additions:</u></p> <ul style="list-style-type: none"> ➤ Over 500 square feet of net floor area to a single residential unit**, duplex, or multiple residential unit; or any addition or alteration that results in an additional residential unit; ➤ New story, or an addition to an existing second or higher story of a single residential unit**, duplex, or multiple residential unit; ➤ Development Plans: Small non-residential additions of 1,000 to 3,000 sq. ft. (cumulative); <p><u>Other:</u></p> <ul style="list-style-type: none"> ➤ <u>Neighborhood markets</u> in residential zones improvements or upgrades that require discretionary review by the City; ➤ <u>M-1 zone residential property</u> improvements or upgrades that require discretionary review by the City; ➤ <u>Grading</u> project component in excess of 250 cubic yards outside the main building footprint**; ➤ <u>Exterior lighting</u> project component with the apparent potential to create significant glare on neighboring parcels**; ➤ Projects that would not otherwise require mailed noticing and that in the judgment of the ABR/HLC/SFDB or the Community Development Director could result in a significant or substantial deprivation of property rights of other landowners, such as wireless facilities**. ➤ Projects previously noticed which have been significantly or substantially changed in the judgment of the ABR/HLC/SFDB or the Community Development Director may require an additional mailed notice**. 	300 feet (including at least the 20 closest lots per the Single Family Design Board Guidelines)	**
<p>*If a project requires both Design Review approval and approval by the City Council, Planning Commission, or Staff Hearing Officer, all noticed hearings shall comply with the notice requirements for the greatest distance. For these cases, the first Design Review hearing for the project will be noticed.</p>		
<p>**For all single-family residential projects that require Design Review approval and involve mailed noticing, an additional notice to tenants/occupants of the 20 closest lots closest to the subject lot is required to be hand-delivered by the applicant.</p>		

**REQUIRED NOTICING DISTANCES OF
PROPERTY OWNERS AND RESIDENTIAL TENANTS***

TYPE OF PROJECT	OWNERS	TENANTS/ OCCUPANTS
Condominium Conversion	300 feet	Project Site
Conditional Use Permit	300 feet	Not Required
Development Plan		
General Plan Amendment		
Large Family Day Care		
Lot Line Adjustment		
Modification		
Neighborhood Preservation Ordinance Review by Planning Commission		
Performance Standard Permit		
Specific Plan, Transfer of Existing Development Rights		
Subdivision (including New Condominiums)		
Zone Change, Annexation		
P-R Zone (<i>See SBMC§28.37.010 for noticing and posting requirements.</i>)	100 or 300 feet	Not Required
<p>*If a project requires both Design Review approval and approval by the City Council, Planning Commission, or Staff Hearing Officer, all noticed hearings shall comply with the notice requirements for the greatest distance.</p>		
<p>**For all single-family residential projects that require Design Review approval and involve mailed noticing, an additional notice to tenants/occupants of the 20 closest lots closest to the subject lot is required to be hand-delivered by the applicant.</p>		



City of Santa Barbara

PROPERTY OWNERS LIST AFFIDAVIT

STATE OF CALIFORNIA)

COUNTY OF SANTA BARBARA) ss.

CITY OF SANTA BARBARA)

I, _____ hereby certify that the attached list
(please print)
contains the names and addresses of all persons to whom property is assessed as they appear on the latest
available assessment roll of Santa Barbara County for all properties.

Choose all that apply:

- 1) ☐ within _____ feet of the exterior boundaries of the property (includes a minimum of
the 20 closest lots for single family residences)

located at _____
(Address/APN)

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

(Signed) _____

NAME: _____
(please print)

ADDRESS: _____

PHONE _____

DATE: _____

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City of Santa Barbara

COASTAL DEVELOPMENT PERMIT & CONDO-CONVERSION RESIDENTIAL TENANT LIST AFFIDAVIT

STATE OF CALIFORNIA)

COUNTY OF SANTA BARBARA) ss.

CITY OF SANTA BARBARA)

I, _____ hereby certify that the attached list
(please print)

contains the Assessors Parcel Numbers and addresses of all residential tenant units for all real properties

Choose all that apply:

- 1) ☐ within 100 feet of the exterior boundaries of the property (*Coastal Development Permits*) or
2) ☐ tenants living at the property (*for subdivisions/condo conversions*)

located at _____. I have verified, to the best of my
(Address/APN)
ability, that the attached list is accurate.

I CERTIFY UNDER PENALTY OF PERJURY AS DEFINED BY THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

(Signed) _____

NAME: _____
(please print)

ADDRESS: _____

PHONE _____

DATE: _____

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City of Santa Barbara

ON-SITE POSTING INSTRUCTIONS

(TO BE DISTRIBUTED WITH POSTING MATERIALS)

The public noticing requirements (SBMC§28.87.380) include an on-site notice during the 10 days prior to any required, noticed, public hearing and during the entire construction of a project.

Instructions

1. At the time of submittal for a project that is required to be noticed, the City will provide the applicant with the following:
 - a. a yellow on-site posting sign to be filled out;
 - b. a clear zip-lock sleeve for inserting notice of public hearing and construction-related notices; and
 - c. metal stakes for mounting the sign.
2. City Staff will e-mail a link to the notice on the City's website to the applicant 11 days prior to the scheduled hearing date and notify the applicant of the hearing date. Alternatively, the applicant may pick up the notice at 630 Garden Street. The notice must be posted at the site 10 days in advance of the hearing.
3. The applicant is responsible for installation and assembly of the on-site posting sign, following the directions below:
 - a. On the yellow sign, fill in the following information in large printed letters using a **black permanent** marker (*see reverse side for example*):
 - i. Project address
 - ii. Case Number (MST #)
 - iii. Brief description (e.g.; number of new units, new second story additions, demolition/reconstruction, new commercial building, etc.)
 - iv. Applicant Contact Name & Phone Number; and
 - v. Name of the Case Planner assigned to your case.

Note: If the application requires Planning Commission (PC) or Staff Hearing Officer (SHO) approval **and** has been submitted for Design Review prior to DART/PRT submittal a Case Planner has not been assigned. The applicant can do one of two things:

1. Write "**ABR Staff**", "**HLC Staff**", or "**SFDB Staff**" and cross it out when Case Planner has been assigned. OR
 2. Write nothing and submit for PRT/DART and be assigned a Case Planner; then fill in the blank.
- b. Print a copy of the notice for the subject public hearing which will be e-mailed to you by City staff.
 - c. Insert the copy of the notice into the zip-lock sleeve that is taped over the "Attach zip-lock here" portion of the sign. Please note that some notices are double-sided, please leave the bottom of the zip lock unsecured to allow the bag to be flipped up to read the reverse side

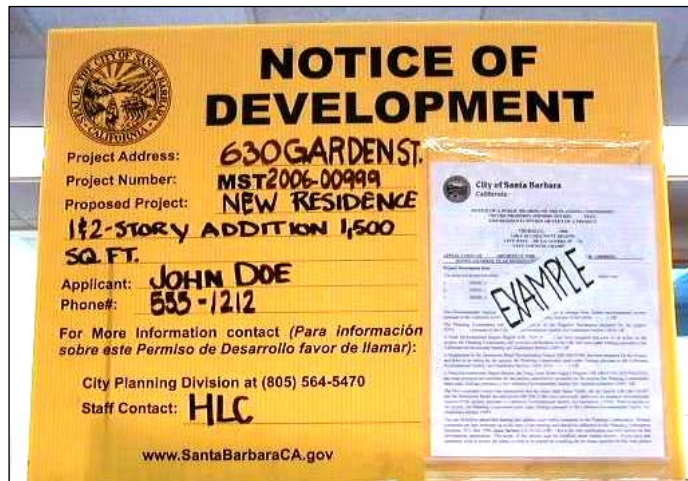
of the notice. At the time of building permit issuance, insert the green notice of building permit form into the sleeve.

d. Installation of On-site Posting.

- i. The sign must be placed on or within two (2) feet of the property line of the subject site, so that it can be easily read by pedestrians in the public right-of-way. For properties accessed only by a private easement from a public roadway, post the sign on the easement so that it is clearly visible from the closest public roadway.
- ii. The applicant must install the sign at the site no later than ten (10) days prior to the hearing date. If the applicant postpones after the notice is mailed, it is the applicant's responsibility to write "postponed" across the posted copy of the notice and leave it posted at the site up to the scheduled hearing date. The applicant will repost the site when the item has been rescheduled and the new notice has been prepared.
- iii. The sign must be posted throughout the project construction process.

Note: On-Site Posting can be removed between required, noticed Public Hearings, although we encourage you to keep it up during the entire review process. KEEP the sign and supplies that are given to you for installation of your pre-printed sign. The material will be used for the next noticed, public hearing and during the construction of the project. If you wish to recycle the stakes you may return them to the Planning & Zoning Counter.

Example Sign:





City of Santa Barbara

SINGLE-FAMILY RESIDENTIAL HAND-DELIVERED TENANT NOTIFICATION

Some single-family projects subject to Design Review at the Single Family Design Board (SFDB) or Historic Landmarks Commission (HLC) are subject to mailed noticing (see pages 5 – 6). Single-family residential projects subject to mailed noticing have a hand-delivered “door to door” tenant/occupant noticing requirement as described below. The purpose of the hand-delivered notices is to provide an early opportunity for neighbors to comment on development proposals that may impact their property or neighborhood. The hand-delivered noticing requirement is in addition to any required tenant/occupant noticing for a coastal development permit or condominium conversion application.

1. At the time of submittal, the applicant signs an affidavit stating that he or she will notify tenants/occupants of the 20 closest lots at least ten (10) days prior to the hearing date.
2. Fill out the attached form letter on page 15 of this handout or create your own letter which contains the same information regarding proposed project type, hearing date, contact information and plan and guidelines availability. Make copies of the letter.
3. Hand-deliver the letter to each unit with the intent to discuss the proposed project and receive feedback on the project from neighbors. If no one is available, it is acceptable to leave the notices at the doorstep for the neighbors (US Mail boxes cannot be used). A notification letter must be delivered to **each individual** unit on properties, however a lot with multiple units only “counts” as ONE of the 20 closest lots.

Example map of the 20 closest lots



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Date: _____

Dear Neighbor,

Per City of Santa Barbara requirements, I am hand-delivering this form letter to you in case you would like to learn more about my project proposal at _____.
(address)

The project proposed involves the following (applicant: check all that apply):

- | | | |
|---|--|--|
| <input type="checkbox"/> Exterior Alteration | <input type="checkbox"/> New Structure | <input type="checkbox"/> Other site work |
| <input type="checkbox"/> First Floor Addition | <input type="checkbox"/> Grading | requiring a permit |
| <input type="checkbox"/> Upper Story Addition | <input type="checkbox"/> Retaining wall(s) | |

A more detailed project description and the first public hearing date with the (applicant: circle one of the following): Single Family Design Board or Historic Landmarks Commission will be posted on a notice on a large yellow sign on the proposed project property 10 days prior to the hearing.

In case I've stopped by while you were not home and you would like to learn more about the project or would like to view the plans with me, please feel free to call me at _____. The application and plans for the project are also filed with the City of Santa Barbara and are available for your review at the City Planning and Zoning Counter at 630 Garden Street (call 805-564-5578 for hours).

You might also be interested in reviewing the Single Family Design Guidelines, which the Design Review hearing body will be using in evaluating my project proposal. The Guidelines are available at 630 Garden Street, on-line at www.santabarbaraca.gov/Resident/Home/Guidelines/, and at local libraries.

Sincerely,

(Signature)

(Print Name)

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City of Santa Barbara

ON-SITE POSTING & HAND-DELIVERED TENANT NOTIFICATION AFFIDAVIT

STATE OF CALIFORNIA)

COUNTY OF SANTA BARBARA) ss.

CITY OF SANTA BARBARA)

☐ Check if required: ON SITE POSTING SIGN (all projects that require mailed noticing)

☐ Check if required: HAND-DELIVERED TENANT NOTIFICATION (single family residences only)

I, _____ hereby certify that I have received read, and
(Please print your Name)
understand the requirements as outlined in the "Noticing Submittal Packet" handout. I understand that I
am responsible for assuring that the site is posted 10 days prior to each public hearing and through the
entire construction process for the subject property located at _____
(Address)

If hand-delivered tenant notification is required, I understand that I am responsible for assuring that a
notice is delivered to the residents (tenants/occupants) of each of the twenty (20) lots closest to the subject
property prior to the first public hearing.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

(Signed) _____

NAME: _____
(please print)

ADDRESS: _____

EMAIL: _____

PHONE _____

DATE: _____